

NOAA Records Schedule

Series Chapter: 1000

Motor Vehicle Management and Transportation Services Files

Subfunctions described are:

- 1003 Motor Vehicle Services Files
- 1004 Transportation Services Files
- 1005 Moving and Shuttle Service Files
- 1006 Transportation Subsidy Files

1003 Motor Vehicle Services Files

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies. Motor vehicles. Items 1 through 7 pertain to motor vehicles used by agencies. 41 CFR 101-38 prescribes policies and procedures. Standard Form (SF) 82, which is an annual motor vehicle report required by the Federal Acquisition Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This portion of the schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Federal Acquisition Service (SF 82, Agency Report of Motor Vehicle Data); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance checkoff sheets, cost ledgers, and claims correspondence and forms.

1003-01 Vehicle Procurement Files.

Documents pertaining to the establishing of the needs and requirements for additional vehicles (including replacements), to the criteria and comparisons developing in selecting a vehicle, and to the actual procurement of a vehicle. Copies of all formal procurement papers should be filed in the office Finance files, 403-01.

Authorized Disposition- To be Determined
Retain documents until a disposition schedule is issued.

1003-02 Motor Vehicle Operating and Maintenance Files.

a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

Authorized Disposition- TEMPORARY (GRS 10, item 2a)
Destroy when 3 months old.

b. Maintenance records, including those relating to service and repair.

Authorized Disposition- TEMPORARY (GRS 10, item 2b)
Destroy when 1 year old.

1003-03 Motor Vehicle Cost Files.

Motor vehicle ledger and worksheets providing cost and expense data.

Authorized Disposition- TEMPORARY (GRS 10, item 3)
Destroy 3 years after discontinuance of ledger or date of worksheet.

Cross-reference to NOAA Records Series 1003-02

1003-04 Motor Vehicle Report Files.

Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.

Authorized Disposition- TEMPORARY (GRS 10, item 4)
Destroy 3 years after date of report.

Cross-reference to NOAA Records Series 1003-06

1003-05 Motor Vehicle Accident Files.

These records relate to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.

Authorized Disposition- TEMPORARY (GRS 10, item 5)
Destroy 6 years after case is closed.

Cross-reference to NOAA Records Series 1003-07

1003-06 Motor Vehicle Release Files.

These records relate to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.

Authorized Disposition- TEMPORARY (GRS 10, item 6)
Destroy 4 years after vehicle leaves agency custody. (NARA memo 10/20/1955)

1003-07 Motor Vehicle Operator Files.

Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.

Authorized Disposition- TEMPORARY (GRS 10, item 7)
Destroy 3 years after separation of employee or 3 years after rescission of
authorization to operate Government-owned vehicle, whichever is sooner.

1003-08 Reserved.

1003-09 Motor Vehicle Correspondence Files.

Correspondence in the operating unit responsible for maintenance and operation
of motor vehicles not otherwise covered in this schedule.

Authorized Disposition- TEMPORARY (GRS 10, item 1)
Destroy when 2 years old.

1004 Transportation Services Files

These files relate to the provision of transportation services for the movement of NOAA goods, except for local furniture and equipment moving services (see 1005). Files pertaining to personal travel will be found in 403, Financial Operations Files.

1004-01 Transportation Assistance Files.

Documents relating to the provision of advice, assistance, and recommendations for shipments requested by NOAA elements, and resulting instructions, contracts, and other material involved in performing the shipment (except as otherwise described in this subfunction).

Authorized Disposition- To be Determined
Retain documents until a disposition schedule is issued.

1004-02 GBL Files.

Government Bills of Lading and all supporting documentation.

1. Records on the international shipment of household goods moved by freight forwarders:

Authorized Disposition- TEMPORARY
Cut off at end of period of account. Destroy 6 years later.

2. All other shipments: Cut off at end of calendar year (or month) when created.

Authorized Disposition- TEMPORARY
Destroy 3 years later.

1004-03 GBL Register Files.

Authorized Disposition- TEMPORARY
Destroy when 3 years old.

1004-04 Custom Files.

Documents pertaining to dealings with customs offices on shipments.

Authorized Disposition- TEMPORARY

Same as for 1004-02 above.

1004-05 Shortage and Demurrage Report Files.

Reports on shortages in shipments or demurrage charges, and supporting documentation.

Authorized Disposition- TEMPORARY

Same as for 1004-02 above.

1004-06 Damage and Loss Claims Files.

Documents relating to claims over damages or losses in shipments. This item applies to only claims held in transportation office, and not legal claims pressed by NOAA.

Authorized Disposition- TEMPORARY

Same as for 1004-02 above.

1004-07 General Reports Files.

General reports on amounts or types of material transported.

Authorized Disposition- TEMPORARY

Cut off at end of calendar year when created. Destroy 2 years later.

1004-08 Household Effects Review Files.

Reviews of service received by employees using commercial movers to transport household effects. Documents are usually used to determine which movers to recommend for future shipments.

Authorized Disposition- TEMPORARY

Cut off at end of calendar year when created. Destroy 2 years later.

1004-09 Carrier Files.

Agreements and correspondence with road, air, and other carriers.
Also carrier catalogs, rates, and other background information.

1. Agreements, correspondence, and other record material: To be determined.

Authorized Disposition- To be Determined
Retain records until disposition instruction is issued.

2. Catalogs and other reference information:
Destroy when no longer needed.

1005 Moving and Shuttle Service Files

These files relate to the provision of shuttle services for the local movement of personnel, interoffice mail, and similar material; and to the provision of moving services within an area or building for office furniture and similar items. See Subfunction 1004 for files relating to the movement of goods via Government Bills of Lading.

1005-01 Moving Request Files.

Requests for moving services.

Authorized Disposition- To be Determined
Retain records until disposition instruction is issued.

1005-02 Moving Schedule Files.

Schedules of when moves will take place, and when crews are committed.

Authorized Disposition- To be Determined
Retain records until disposition instruction is issued.

1005-03 Shuttle Schedule Files.

Schedules developed for shuttle runs, and input for such schedules.

Authorized Disposition- To be Determined
Retain records until disposition instruction is issued.

1005-04 Service Procurement Files.

Documents pertaining to the selection of companies to perform shuttle or moving services; and subsequent correspondence on general matters with those companies.

Authorized Disposition- To be Determined
Retain records until disposition instruction is issued.

1005-05 General Service Correspondence Files.

General correspondence about availability of services, and other general material about the provision of services.

Authorized Disposition- TEMPORARY

Cut off at end of calendar year when created. Destroy 2 years later.

1006 Transportation Subsidy Files

The transportation subsidy documents relate to the organization, promotion, administration, and disbursement of transportation subsidies to employees.

1006-01 Federal Employee Transportation Subsidy Records.

Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.

Authorized Disposition- (N1-GRS-97-2, item 7) Destroy when 3 years old.	TEMPORARY	GRS 9, item 7
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*For any disposition listed as **To be Determined**, the functional office/RLO must request disposition authorization by completing Form SF-115 and submitting the completed Form SF-115 to the NOAA Records Officer for clearance/transmittal to NARA for review and approval. Any other files maintained by the office that are not listed above must follow the same process, unless they are listed under Chapter 100 or 200 in the Records Disposition Handbook. Chapter 100 and 200 are applicable to all NOAA employees/offices.*